

## MEMORANDUM

**TO:** Indiana School Counselors and Principals  
**FROM:** Office of School Improvement  
**SUBJECT:** Diploma Seals  
**DATE:** January 24, 2020

Each year, Indiana accredited high schools are asked to submit the total number of students who are expected to graduate with a Core 40, Core 40 with Academic Honors, Core 40 with Technical Honors, or General diploma types. The Indiana Department of Education (IDOE) uses this information to provide diploma seals to schools.

### Ordering Diploma Materials for the 2019-2020 School Year

- Online Order Form

Submit your school's number of graduates online at <https://www.doe.in.gov/diplomaseals> by **March 13**.

- Schools must enter the total number of students expected to be eligible for each diploma type:
  - General
  - Core 40 (only) – Students who do not qualify for an Honors diploma
  - Core 40 with Academic Honors
  - Core 40 with Technical Honors
- Estimates for each diploma type should be based on the ***greatest possible*** number of eligible recipients.  
**Reshipments will not be made if the order is incorrect.**
- Please print and save a copy of your completed online order form (email) as your confirmation.

- Diploma Seals

- General, Core 40, Core 40 with Academic Honors, and Core 40 with Technical Honors seals will be sent to Indiana accredited schools (who use the order form mentioned above) by the first week of May.  
**Please note that if you misplace your seals, we will not resend orders, and we will not be able to accept orders after the seals have been printed.**
- Schools preferring to print seals directly onto diplomas may do so using the electronic version of the seals (available in JPEG or PDF), posted to IDOE's secure site [here](#) (see information below regarding access to this site). Schools interested in this option should check with local diploma printer service to determine if this is an option.

- Honors Diploma Letter

- A congratulatory honors diploma letter from Superintendent Jennifer McCormick is available for downloading and printing at <https://doeonline.doe.in.gov>.
- To access this URL, you will need your school's corporation number and User ID.
- To obtain your school's corporation number and User ID, you will need to contact your school's superintendent's office. Letters will not be sent to schools.
- A letter is available for the Core 40 with Technical Honors and Core 40 with Academic Honors diplomas only.

Please direct questions to Michelle Clarke at [mclarke@doe.in.gov](mailto:mclarke@doe.in.gov) or 317-232-5164.

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